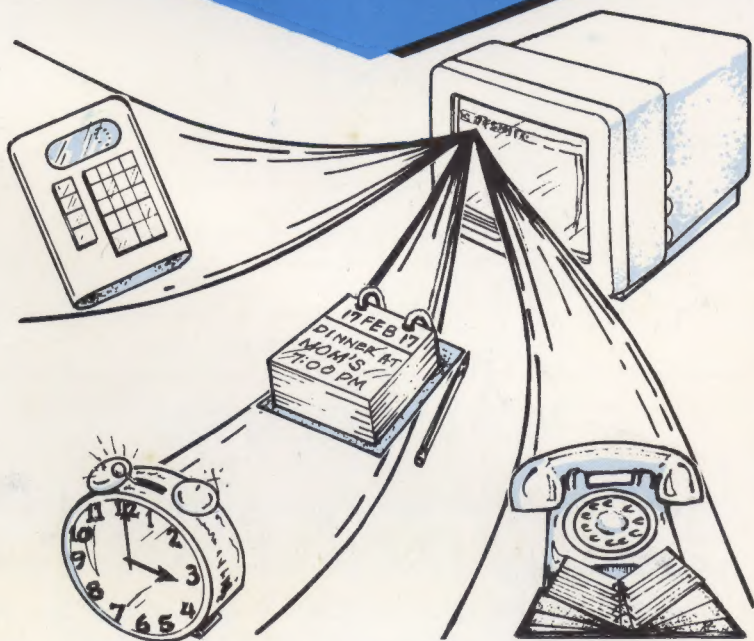


HELPMATE™

FOR ATARI ST™



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ALARM CLOCK

Set your alarm to remind you of appointments and times. Never be late again!

CALCULATOR

Ten key calculator works from mouse or keypad. Fast and easy to use.

PHONE INDEX

Keep up to 100 names with phone numbers at the touch of your mouse. Dials numbers too!

CALENDAR

9000 year calendar for appointments, scheduling, and quick referencing.

HELPMATE™ ACCESSORIES

WORK ALONG WITH MOST OTHER ST PROGRAMS AND ARE **READILY** ACCESSIBLE TO YOU.

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Eugene, Oregon 97402

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PROGRAMMER: KEVIN McGRATH
COVER DESIGN: RANDY CLINE

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1st WORD is a trademark of GST Holdings Limited
This program uses Mark Williams BCD

INTRODUCTION

First, thank you for choosing a Royal Software product. Before you begin experimenting with your Help Mate accessories please make a backup of your disk and put the original in a safe place.

Second, if you are like us, you hate to read software manuals and instructions. While the Help Mate accessories are very similar to everyday items that you are already familiar with, it will be worth the time invested to read through the following few pages. We don't want you to miss any of the really nifty features of these little helpers.

The Help Mate accessories are actually three separate desk accessories that you can use with any of your GEM programs. Help Mate consists of a four function calculator, with memory and copy functions; a calendar, with alarm reminders and a phone pad, with a dialing capability. The three accessories can be used together, in any combination, or completely independently. Just put the appropriate file(s) on your boot disk and they will install themselves the same as any desk accessory.

Since Help Mate accessories are true GEM accessories they can be used from the GEM desk top or from any GEM program, such as First Word, that allows desk accessories.

THE CALCULATOR

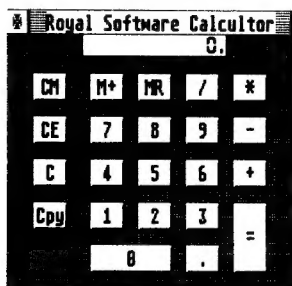
To use the calculator point the mouse at the desk menu and select 'Calculator'. A four function calculator, similar to a standard pocket calculator, will appear in the center of the screen. The calculator can be moved just as you would move any GEM window. Just put the mouse pointer at the top of the calculator window and drag it to where you want it.

Notice that the calculator's keys are arranged in the same manner as the ten key pad of your ST keyboard. The 'Clear', 'Clear Entry' and 'Clear Memory' keys correspond to the three keys immediately to the left of the ST's ten key pad. The 'Memory Plus' (M+) and the 'Memory Recall' (MR) functions are assigned to the left and right parenthesis keys. The other keys displayed on the Help Mate calculator are the same as the ones on your actual keyboard. The only exception is the Copy Key (Cpy), which we will discuss in a moment.

You can use the ST's ten key pad to enter numbers or those of you who prefer using the mouse can point and click on each button. The calculator keys will flash to show you that each key press was registered. This visual feedback is especially helpful when using mouse input.

The Copy Key is the only key that must be activated by the mouse. The Copy Key's function is to copy the value in the calculator's display to a file on disk A, called 'SCRAP.TXT'. This file can be called later, with the word processor, and the number can be pasted into a document. For example, if you were using First Word to write a letter and you used your Help Mate calculator to determine a figure, you could easily save the result by clicking on the 'Cpy' key. Later, when you were ready to use that figure you could recall it by 'Opening' a second document window and selecting the 'SCRAP.TXT' file. The saved calculator result could then be referred to or even pasted into your other text window.

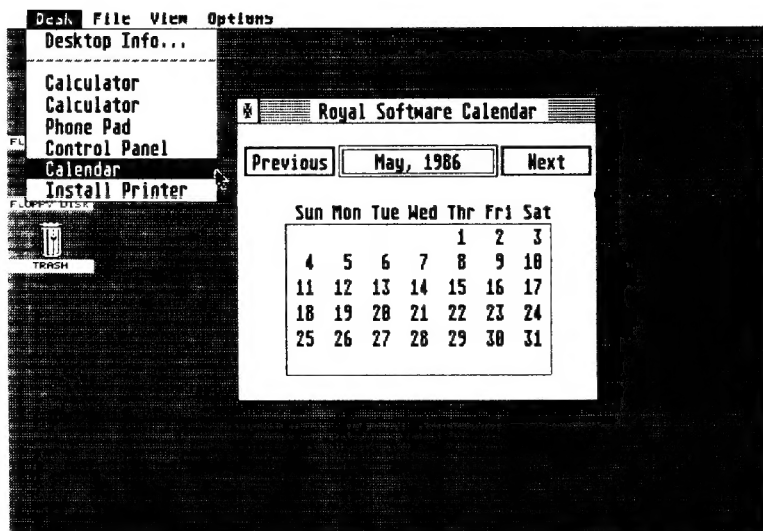
If you want to have your Calculator on more than one disk just copy the 'CALCULTR.ACC' accessory file.



THE CALENDAR AND ALARMS

The correct operation of the Calendar/Alarm is dependent on the computer knowing the correct date and time. Use the control panel to set the current date and time when you first boot your computer. If you reboot the computer with the system reset-button the date/time information will not be disturbed. If the system crashes or you reboot by turning the computer off then back on, you will have to reset the date/time from the control panel. Of course, those of you with a clock cartridge or some other device that keeps the computer's clock running, will not have to worry about these problems.

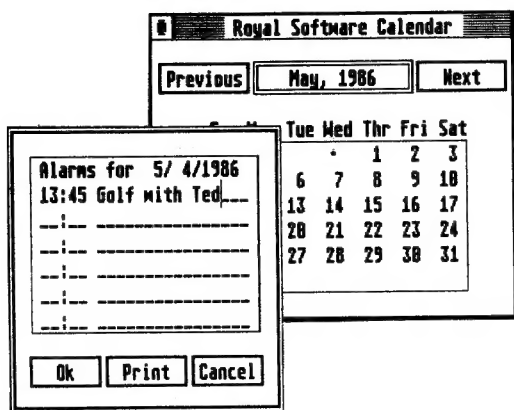
To use the calendar or to set an alarm for a future appointment simply select the 'Calendar' option from the desk menu. A calendar, displaying the current month and year, will appear. The current month and year are shown in a title box which is flanked by a 'Previous' button on one side and a 'Next' button on the other side. Clicking on 'Previous' with the left mouse button will show the month before the current one and clicking on 'Previous' with the right mouse button will show the same month but in the previous year. The 'Next' button works essentially the same way. Clicking on 'Next' with the left mouse button shows the next month, of the current year, and using the right mouse button will show the current month, in the next year.



To set or check an alarm for any day of the year, locate the desired month and year by using the 'Previous' or 'Next' buttons until the correct month is displayed. Point to the desired day, with the mouse, and click the left mouse button. The disk drive will whirr and then a box titled 'Alarms for (selected month, day, year)' will display. The box has room for six appointments, showing the time and a short note for each one. The time is set on a twenty four hour clock, i.e., eight o'clock, PM is 20:00. If you are not familiar with 24 hour time please read the next paragraph. If you already know all about it then skip over the next paragraph.

Twenty four hour time may seem complicated but it really isn't. All the times up to 12 o'clock noon are shown the same as a 12 hour clock shows them--10 o'clock is 10:00. Any hours after 12 noon are simply added to 12. Two o'clock, PM becomes 14:00, 3 o'clock, PM is 15:00 and so on. One minute before midnight is 23:59 and midnight is 00:00. At one minute after midnight we start all over with 00:01. So 1 o'clock in the morning is, you guessed it,-- 01:00.

To set an alarm or alarms simply enter the time you want an alarm to sound and record any reminder on the same line. For example, **13:45 Golf with Ted**---. Click on the 'OK' button to accept the alarm entries for that date. The information will be saved on the disk in drive A, in a file called ALARMS.INF. If you click on the 'Cancel' button you will cancel any changes you made and clicking on the 'Print' button will print out a hardcopy of the 'Alarms' box, on your printer. The printed listing of your alarms can be a handy appointment reminder to put with a daily organizer.



Since the appointments file (ALARMS.INF) is stored on disk we recommend that you use one disk as a 'System Disk' to boot up the computer. This disk would contain the 'CALENDAR.ACCac-

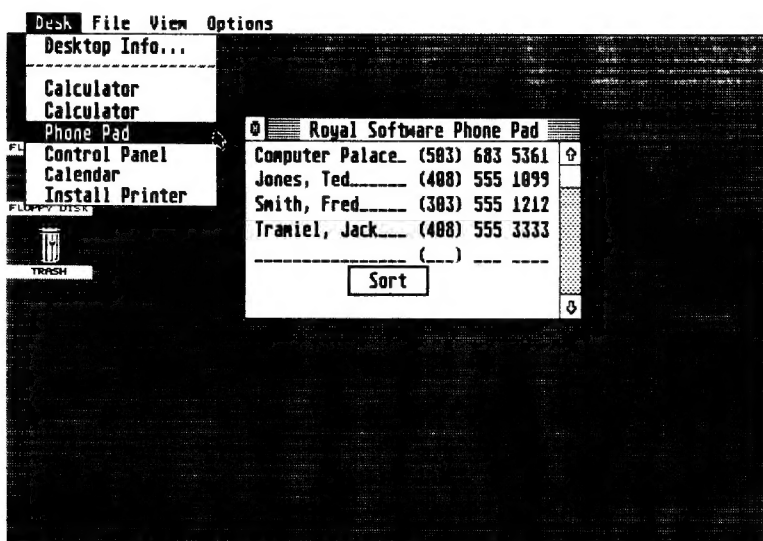
cessory file, 'ALARMS.INF' file and any other accessory files you wanted installed. Any time you add appointments to your calendar the disk in drive A will be checked for the ALARMS.INF file and if it is not found you will be prompted to insert the disk (your System Disk) that contains the ALARMS.INF file. By using just one disk to hold your calendar and appointments you will not have to worry about insuring that all copies of your ALARMS.INF file have the latest appointment updates.

Ok, now we have our appointment(s) saved on a disk. How is that going to remind me of anything? When the date and time of the alarm occur and providing your computer is on and running a GEM program the program will be interrupted and the monitor will sound an alarm tone and a visual notification of your reminder will be displayed. So those of you who use your computer through most of your day have no excuse for missing those appointments. Help Mate will tactfully remind you of that important meeting that you might otherwise have missed.

Although we recommed keeping the Calendar accessory limited to one disk, if you want to have your Calendar on more than one disk be sure to copy the 'CALENDAR.ACC' accessory file and the file labeled 'ALARMS.INF'. Remember that new appointments will only be added to the ALARMS.INF file that is in drive A.

THE PHONE PAD

To use the Phone Pad select the 'Phone Pad' option from the desk menu. Your disk drive will whirr for about 2 to 3 seconds and a window, displaying lines for 5 names and phone numbers will appear. The phone pad can actually hold up to 100 names and

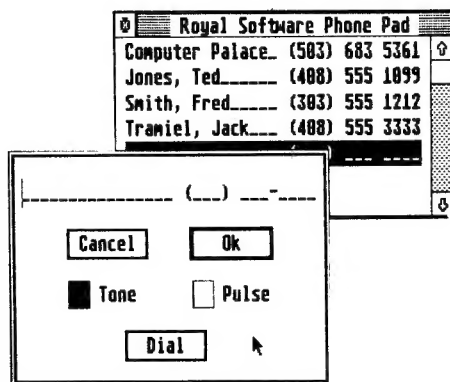


phone numbers. Just use the slider bars at the right of the window to scroll through the list. The scrolling of the window works the same as any GEM window. Clicking in the gray border will move one screen (5 lines), dragging the slider can move the entire length of the window and clicking on the up and down arrows move one line at a time.

To enter a name and phone number point at a blank line and press the left mouse button. An entry box, with a blank line and several 'buttons' will display on top of the Phone Pad window. We'll talk about the 'buttons' in a moment, but first let's cover the process of entering a name.

The cursor (a thin bar) will be positioned at the first blank space on the line. An empty line will have its cursor at the very beginning of the line. Type in the name of the person or business. Remember that the names will be sorted alphabetically, in ascending order, so it is best to enter last names first. After you have typed the name use the 'Tab' key to move the cursor to the phone number area. Enter the area code, if you need one, otherwise space over and enter the prefix and number. Notice that the cursor is automatically advanced to the next portion of the number area as each previous portion is filled. If the information you have entered is correct press 'Return' or click on 'OK' to enter it and you will return to the Phone Pad window.

If you made a mistake use the cursor keys (up and down arrows) and/or backspace key to go back and correct the error(s). Pressing the Escape (Esc) key will clear an entire field if you want to start completely over. Clicking on the 'Cancel' button will abort the whole process and return you to the Phone Pad without recording any name or phone number information. Press 'Return' or click on 'OK' when you are finished correcting and the box will close and return you to the Phone Pad window.



After you have entered all the names and numbers that you want, clicking on the 'Sort' button will sort the entire 'Phone Pad' in ascending, alphanumeric order. Note that numbers in a name (1,2,3 Corp) will cause that line to come before lines beginning with letters (ABC Corp). To delete an entry from the Phone Pad just click on its line and press the Escape key to erase the characters on the line. Then press 'Return' or click on 'OK' to enter the change. Finally, click on the 'Sort' button to move the blank line to the end of the Phone Pad.

When everything in the Phone Pad is the way you want it, clicking in the 'Close Box' (upper left corner) will close the window and automatically save your current list of names and numbers to the disk in drive A. But, before we close up let's talk about those other interesting buttons, 'Dial'; 'Tone' and 'Pulse', that we saw when we entered names and numbers.

As you probably guessed, you can dial a selected number from your computer, provided you have a Hayes compatible modem hooked up. The first thing to do is insure that the baud rates match between the computer and the modem. You can set the rate in the computer with the 'Set RS232 Config.' desk accessory and save that information by using the 'Save Desktop' option, from the GEM desktop. With the 'DESKTOP.INF' file (created by the Save Desktop Option) on your boot disk your RS232 port will be automatically set to send data at the rate you specified. It is then a simple matter to insure that the modem is set to match the chosen baud rate.

The 'Tone' and 'Dial' buttons, in the Entry Box, do just what their name implies. Click on the 'Tone' button if you want the modem to tone dial the number and click on the 'Pulse' button if you want pulse dialing. Note that you must have a telephone line that will handle tone for tone dialing to work. Pulse dialing will work on any type of phone line. Make sure your modem is set for 'Data' and not 'Voice' when you dial. If you want to talk to the dialed party you switch to voice after the connection is made.

If you want to have your Phone Pad on more than one disk be sure to copy the 'PHONEPAD.ACC' accessory file and the file labeled 'PHONES.INF'.

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HEZ CALC™ includes an easy to use 10 key calculator that can be pulled down at anytime and operated either by mouse or keyboard. With the point of a mouse, the results of the calculation can then be transferred to the cell of your choice.

NOTE PAD

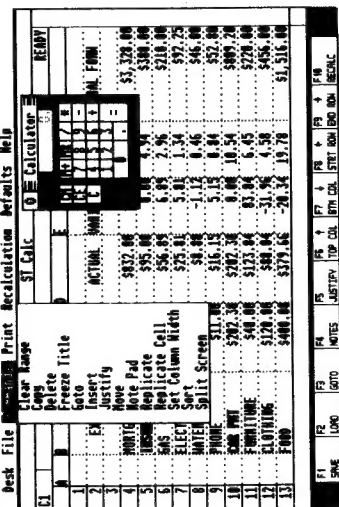
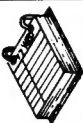
EZ CALC™ lets you attach a personal note of up to 4 lines to any cell. The cell is then highlighted to remind you there is a note attached. For example, you could attach a note to the insurance cell of your personal finance spreadsheet reminding you that the cell applied only to car and home insurance. The note pad can be pulled down at any time.

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